COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Policy Directive (AFPD) 24-2, *Preparation and Movement of Air Force Cargo* and provides guidance on the responsibilities and procedures for the management of the reusable container program (RCP) for Whiteman Air Force Base (AFB) and establishes actions that must be taken at all levels to ensure resources are protected properly during storage or movement of government property. This instruction applies to all units assigned or attached to Whiteman AFB Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims**/.

1. The Deployment and Distribution Commander/Officer Responsiblities.

1.1. Ensure all assigned and tenant organizations on Whiteman AFB comply with the provisions outlined in Air Force Instruction (AFI) 24-203, *Preparation and Movement of Air Force Cargo* and this instruction regarding the proper use, storage and reuse of containers.

1.2. Process and monitor fund recoupment for replacement containers through 509th Comptroller Squadron Finance Manager (509 CPTS/FM). Ensure the unit's accounting classification is annotated on AF Form 451, *Request for Packaging Service (Not LRA)*, Block 7 and provide a copy to 509th Logistics Readiness Squadron Resource Advisor (509 LRS/RA). The 509 LRS/RA will prepare and submit a general voucher to 509 CPTS/FM for transfer of funds from requesting units to 509th Logistics Readiness Squadron

(509 LRS). Revert to   AFI 24-203, **Attachment 5** for procedures on completing AF Form 451.

2. 509th Logistics Readiness Squadron Cargo Movement .

2.1. The 509th Logistics Readiness Squadron Cargo Movement Element (509 LRS/LGRDDC) will ensure items received are not separated from their respective containers. If an item is received without the proper container, an AF Form 451, must be completed and signed by an authorized person. Additionally, units must present a copy of the AF Form 616, *Fund Cite Authorization (FCA)*, or AF Form 406, *Miscellaneous Obligation/Reimbursement Document*, signed by the unit's resource advisor.

2.2. Monitor all reusable containers on base for possible redistribution to eliminate the need to buy/build replacements unnecessarily. Recycling sites for unserviceable containers have been established at the base Qualified Recycling Program.

2.3. Prepare a monthly reusable container use/replacement cost analysis report indicating favorable trends regarding the management of reusable containers. If necessary, forward report to applicable unit commander for information and corrective action.

2.4. If an asset is to be stored or shipped and is not in the appropriate container, ensure an AF Form 451, is completed and signed by an authorized person prior to accepting the item. Additionally, units must present a copy of the AF Form 616 or AF Form 406, signed by the unit's resource advisor.

2.5. Chair the reusable container working group meeting on an annual basis. The working group will consist of representatives from the major base shipping activities, i.e., 509 LRS, 509th Maintenance Squadron (509 MXS), 509th Aircraft Maintenance Squadron (509 AMXS) and any tenant organizations. The objective of the working group will be to review operational requirements, evaluate number of containers, lost or destroyed, and replacement cost, address negligence and deficiencies that exist and recommend corrective action necessary for executing an effective program.

2.6. Train unit personnel on the importance of reusing containers and packaging materials.

2.7. Conduct an initial on-site inspection of reusable container storage areas and additional inspections when necessary.

2.8. Conduct follow-on training to units upon request from the unit commander or unit RCP monitor, ensuring the base program remains a highly visible working program.

2.9. Post excess containers on the Reusable Container Worldwide Warehouse System website to ensure maximum utilization throughout the defense transportation system.

2.10. Ensure all packing materials offered for shipment are in compliance with AFI 24-203, paragraph **8.10** and Air Force Material Command (AFMC) instructions prescribing the handling of solid wood packaging materials.

2.11. Provide documented training for all unit RCP monitors.

2.12. Monitor all reusable containers on base for possible redistribution to eliminate the need to buy/build replacements unnecessarily.

2.13. Provide recommendations for the proper disposition of excess reusable containers and associated materials.

2.14. 509 LRS/LGRDDC is responsible for ensuring a Standard Form (SF) 364, *Report of Discrepancy (ROD)*, is prepared and submitted to applicable agencies for each item received in a container that does not meet the special packaging instructions, in a damaged reusable/nonreusable, or poorly packed container. A copy of this form, along with an AF Form 451, identifying all errors, will be attached to the container prior to storage/issue.

3. **509th Logistics Readiness Squadron Material Management Flight Responsibilities:**

3.1. If the original container is damaged or destroyed while in storage the responsible warehouses, 509th Logistics Readiness Squadron Central Storage (509 LRS/LGRMSS)/ 509th Logistics Readiness Squadron Aircraft Parts Store (509 LRS/LGRMSA) will attach an AF Form 451 to the property prior to issue.

3.2. The 509th Logistics Readiness Squadron Flight Service Center (509 LRS/LGRMF) will not accept an item for turn-in if the container is either damged or missing unless the item is accompanied by an SF 364 and/or AF Form 451 stating the item was received on base or issued to the unit without the correct container. If the container was damaged or lost while in the customers possession they are responsible to fill out and attach an AF Form 451.

3.3. Ensure the applicable turn-in items are received in the original container. If the item is going into storage, it will be taken to 509 LRS/LGRDDC for issue or construction of the proper container. An AF Form 451 will be used to support requests for packaging.

4. **Squadron Commanders Responsibilities:**

4.1. Organization that receive reusable containers appoint primary and alternate unit container manager (UCM) authorized to sign AF Form 451 to represent the unit on all matters pertaining to the base RCP.

4.2. Forward updated UCM appointment memorandum to the 509 LRS/LGRDDC, within 10 days of any changes.

5. **Squadrons Responsibilities:**

5.1. Upon receipt of an item from 509 LRS, verify the item is in the required container. If the item is not in a proper container or the container is damaged ensure that an SF 364 and/or AF Form 451 is attached with the property. Items received will stay in their containers until such time as required for use or inspection.

5.2. Do not tear, cut, or obliterate the container when opening. Once the item is removed from the container and put in use, ensure the reparable item is immediately placed in the same container for turn in to 509 LRS. If the item is removed and the container is not immediately reused, it will be stored in an appropriate storage area. Ensure all internal blocking, bracing and cushioning materials are stored in the container.

5.3. When an item is received in a contractor-packed container, every effort should be made to return the item or its authorized substitute in the original container. Do not obliterate any markings on the container or any other container (i.e., identification, serviceable tag, packaging labels, etc.).

5.4. Ensure that a spare reusable container is available at the forward deployed location during follow-on readiness spares packages for retrograde mission capability mission support.

5.5. Enforce maximum return of containers for reuse. All organizations will ensure that excess serviceable reusable containers are not needlessly discarded in waste receptacles or transferred to the Defense Logistics Agency (DLA) Disposition Services unless directed in writing by the item manager.

5.6. Provide advisory service to using activities on the care, control, identification and storage of special packing instruction (SPI) reusable containers.

5.7. Identify and maintain an active reusable container storage area. The storage area must be a covered, clean, dry space to protect reusable containers and packing materials from inclement weather.

5.8. Report packaging improvements that will increase efficiency of the program to the base container manager.

5.9. Protect all containers and packing materials to maintain containers for reuse. Packing materials will remain with the container and be used to the fullest extent. If packing materials are no longer sustainable, the organization will bring them to 509 LRS/LGRDDC cargo movement element for proper disposal and recycling.

5.10. Ensure all cargo turned in to 509 LRS is in the proper container or has an SF 364 and/or AF Form 451 an (original plus 1 copy) attached with the paperwork for the item. Items without the proper container will not be accepted for turn-in without this form. The AF Form 451 will only be signed by the primary/alternate unit UCM monitors or the unit commander.

5.11. Attend reusable container program meetings and training sessions as directed by the base RCP monitor.

5.12. Provide the wing RCP monitor with an updated listing of all containers on hand on a quarterly basis.

6. The Squadron Reusable Container Program Manager will:

6.1. Implement the RCP concepts and procedures in this instruction and AFI 24-203.

6.2. Monitor the squadron's RCP ensuring compliance with this instruction and AFI 24-203.

6.3. Coordinate with the 509th Bomb Wing RCP monitor for assistance in resolving problems pertaining to the program.

6.4. Ensure sufficient storage space is available for reusable containers for items in each unit's possession.

6.5. Approve and sign AF Form 451 pertaining to packaging services and reusable containers. Ensure all items on the form are properly completed.

7. Excess is defined by any reusable container (i. e., fast pack, crate, composite pack or container) above bench stock requirements.

8. Containers identified as excess will be coordinated through 509 LRS/LGRDDC for disposition instructions. The base RCP monitor will inspect unit storage areas to validate the necessity for redistribution.

9. If a reusable container is turned in as excess and not redistributed, it will become part of the 509 LRS/LGRDDC bench stock. These containers will be made available for use by the UCM when required. **Note:** This will not be considered courtesy storage and these containers may be shipped, reissued or reused at the discretion of the 509 LRS/LGRDDC.

THOMAS A. BUSSIERE
Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 24-203, *Preparation and Movement of Air Force Cargo*, 02 November 2010

AFMAN 33-363, *Management of Records*, 01 March 2008

AFPD 24-2, *Preparation and Movement of Air Force Material*, 27 April 2011

Prescribed Forms

No Forms Prescribed

Adopted Forms

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

AF Form 451, *Request for Packaging Service (Not LRA)*

AF Form 616, *Fund Cite Authorization (FCA)*

AF Form 847, *Recommendation for Change of Publication*

Standard Form 364, *Report of Discrepancy*

Abbreviations and Acronyms

509 AMXS—509th Aircraft Maintenance Squadron

509 CPTS/FM—509th Comptroller Squadron Finance Manager

509 LRS—509th Logistics Readiness Squadron

509 LRS/LGRDDC—509th Logistics Readiness Squadron Cargo Movement Element

509 LRS/LGRMF—509th Logistics Readiness Squadron Flight Service Center

509 LRS/LGRMSA—509th Logistics Readiness Squadron Aircraft Parts Store

509 LRS/LGRMSS—509th Logistics Readiness Squadron Central Storage

509 LRS/RA—509th Logistics Readiness Squadron Resource Advisor

509 MXS—509th Maintenance Squadron

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Material Command

AFPD—Air Force Prescribing Directive

AFRIMS—Air Force Records Information Management System

DLA—Defense Logistics Agency

OPR—Office Primary Responsibilitiy

RCP—Reusable Container Program

RDS—Records Disposition Schedule

SPI—Special Packing Instruction

UCM—Unit Container Manager

Terms

Category I Container— LONG LIFE: This category is designed to function effectively for a minimum of 100 trips through the transportation system. These containers are usually made out of metal, hard plastic, synthetic or composite materials. The design is according to an engineering drawing and the container is produced by the industry. Reproduction of these containers is beyond the capability of the base packing and crating function at the cargo movement center. **Note:** The interior packaging materials and devices are as important as the container itself. It is designed to be used, saved and reused as a complete system.

Category II Container— SHORT LIFE: These containers are designed to survive a minimum of 10 trips through the transportation system. They are usually made out of plywood, wood or fiberboard and can be identified by military or federal specification numbers. The internal system of cushioning, die cuts, inserts, fasteners, as well as the container, are described by a drawing and bill of material called SPI. In most cases, base-level packaging personnel are able to repair, produce or refurbish this type of container. Category II containers are listed under stock class 8115 and consist of three types as described below:

Container— Any receptacle used to enclose and afford maximum protection to government property for storage and shipment.

Reusable Container— A specially designed container which is engineered for repeated use without impairment of its protective function.

Type 1— FAST PACKS: These boxes are normally made out of cardboard with a pre-determined interior cushioning design, i.e., star, slide, telescopic, horizontal star, etc. They are available in various sizes and can be found in the Federal Supply Catalog C-815-ML-AF and the Federal Supply Service Catalog. They are also known as the X series packs (XA, XC, XE…). Fast packs are especially cost effective, due to small storage space required, high reuse value and low labor cost for packaging.

Type 2— STANDARD PACKS: Interior components are standardized to meet the size of particular items. There are about 100 different sizes listed. The cushioning in the standard pack varies according to coded requirements for packaging of that particular item.

Type 3— SPECIAL PACKAGING INSTRUCTION: The SPI is a container with internal components designed for a specific item or group of items of the same size or shape. They are identified by a national item identification number (NIIN), i.e., SPI 055-1413. No other items will fit into these containers without major modifications to the container and its internal components. These containers should also have the words REUSABLE CONTAINER DO NOT DESTROY stenciled on the outside.

Attachment 2

REUSABLE CONTAINER ANALYSIS REPORT

A2.1. Sample Format for Reusable Container Analysis Report.

SQUADRON	NUMBER ITEMS TURNED IN	NUMBER ITEMS WITH CONTAINER	NUMBER ITEMS W/O CONTAINER	COST TO REPLACE	REUSE RATE
509 CES	15	15	0		100%
509 MUNS	20	19	1	$40	95%
509 MDG	9	7	2	$51	78%
509 SFS	3	3	0		100%
509 MXS	16	16	0		100%
509 AMXS	2	2	0		100%
TOTAL	**65**	**62**	**3**	**$**	**96%**